

Parks and Recreation

Application to Become a Park Commissioner

LRDA Number 20070903

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Applications and resumes submitted to parks and recreation departments by individuals seeking to become a park commissioners. Usually contains name, address, phone or contact number, social security number, job skills, employment history, educational background and similar documents.	Two (2) calendar years after the applicant is accepted or rejected.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Applications to Rent or Lease Facilities

LRDA Number 20070904

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications to rent/lease parks and recreation facilities and may contain but is not limited to facility request forms, applications, reservation forms, registration lists, copies of waivers, copies of permits, fee schedules, accounting reports, related correspondence and similar records.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105	None.

Behavioral Reports

LRDA Number 20161943

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document problems/inappropriate behavior in Safekey and similar types of parks and recreation sponsored programs. Series may include but is not limited to personally identifying information, participant code of conduct, "let's think about it form", report documenting problem/inappropriate behavior, signed report received from parent or guardian, and similar documentation.	One (1) calendar year from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105	None

Construction of Facilities, Proposed or Completed

LRDA Number 20070906

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents new construction or modification to existing park structures and may contain but is not limited to copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents.	Six (6) calendar years after construction completed or abandoned.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

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Contractors, Records of Persons Hired as

LRDA Number 20070908

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on persons hired as contractors on parks and recreation projects and may contain but is not limited to contractor name and license number, business name and license number, project information, duplicate copies of contracts or agreements, billing claims, copies of cancelled checks, correspondence and similar documents.	Three (3) fiscal years from the completion of the project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Equipment: Rental Records

LRDA Number 20070916

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the renting of parks and recreation equipment by individuals or groups.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	None.

Equipment: Usage Reports

LRDA Number 20070911

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the use of parks and recreation equipment by individuals or groups.	One (1) fiscal year from the end of the fiscal year to which the record pertains. Review for historical value.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Equipment: Use Requests

LRDA Number 20070910

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests by individuals or groups to use parks and recreation equipment.	One (1) fiscal year from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

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Park and Facility Inspection Records

LRDA Number 20071579

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents periodic inspections of parks and facilities to check for damage and recommend repairs and maintenance. Records often include inspection worksheets or checklists, maintenance request forms, maintenance and repair reports, correspondence and related documents.	Six (6) calendar years from the date of the inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Park/Facility Inventories, Property and Equipment

LRDA Number 20070917

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents property and equipment records and inventories. This series may contain but is not limited to copies of purchase orders, monthly property reports, descriptions of items, manufactures model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records.	One (1) fiscal year after inventory is updated/superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Permits Issued for Park or Facility Use

LRDA Number 20070919

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued for park or facility use by individuals or groups and may contain individual or group information, copy of permit, rental information, payment documents, receipts, related correspondence and similar documents.	One (1) fiscal year after completion of an annual audit. Review for historical value.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	None.

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Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death

LRDA Number 20070920

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents during a program which result in personal injury or death. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, witness statements, copies of police reports, departmental forms, releases, notes, photos, correspondence, and related documents.	Three (3) calendar years from the end of the calendar year to which the record pertains, if no action is pending.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Descriptions of Programs

LRDA Number 20070921

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, development, and publication of various recreational programs offered by parks and recreation departments. This series may contain but is not limited to course or program descriptions, lesson plans, instructor information, handouts, pamphlets, instruction manuals, and similar documents.	Until program is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Programs: Participant Registration and Attendance Records

LRDA Number 20070922

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and attendance of participants in various parks and recreation department sponsored events, activities, and classes. This series may contain but is not limited to registration/enrollment forms or cards, class or activity rosters, sign-in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of participant or parent or guardian, name, dates, and times of class or activity, fee paid, correspondence and similar documents.	One (1) calendar year after program ended.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

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Programs: Payment Records, Participants

LRDA Number 20070923

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees by participants of parks and recreation department sponsored events, activities, and classes and may contain but is not limited to billing and payment documents, receipts, related correspondence and similar documents.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Senior Citizens' Program Records

LRDA Number 20070925

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and attendance of participants in various parks and recreation department sponsored senior citizen programs. This series may include but is not limited to registration/enrollment forms or cards, class or activity rosters, sign-in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of participant, name, dates, and times of class or activity, fee paid (if applicable), correspondence and similar documents.	One (1) calendar year after program ended. Review for historical value.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Schedules for Use of Facilities

LRDA Number 20070926

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the scheduling of parks and recreation facilities for use by individuals or groups.	One (1) calendar year from date scheduled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

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Scholarship Applications

LRDA Number 20161937

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications for scholarships for free or reduced pricing for participation in local government sponsored programs or events.	Three (3) years from the award or denial of the scholarship.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NRS 11.190 (3)(d)	None.

Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury

LRDA Number 20070927

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual liability release forms required for participation in various programs offered by parks and recreation departments during the year. This series usually consists of event specific liability forms or waivers, participant information, contact information, signature of participant or parent/legal guardian, emergency contact information, and similar information.	Two (2) calendar years from the cessation of activity for which the release/waiver was signed, if no action is pending	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2)	None.

Swimming Pool Operating Records

LRDA Number 20071673

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The record series documents the operation of local government operated swimming pools. This series may include but is not limited to water quality test and analysis reports, incident reports, copies of accounting documents, inspection and maintenance requests and reports, attendance counts, correspondence and similar documents.	Retain operation related records for three (3) calendar years from the end of the calendar year to which the record pertains, or for the period required by the Health Authority, whichever is longest. Retain copies of related accounting documents until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.624, NAC 444.150, NAC 444.262, NAC 444.264, NAC 444.522, NAC 239.165 (1)(2)	None.